



NEEDHAM PUBLIC SCHOOLS
1330 Highland Avenue
Needham, MA 02492

February 2020

DISPOSAL OF SURPLUS

Town of Needham
School Department

The Needham School Committee will hold a public auction on Thursday, February 20, 2020 from 11:00 – 11:30 AM to dispose of surplus computer equipment from the Information Technology Center, 120 Broadmeadow Road, Needham, MA 02492.

Items for sale will be available for inspection on Thursday, February 20, 2020 from 10:30 – 11:00 AM, at 120 Broadmeadow Road, Needham MA 02492. Items will not be sold during this inspection preview period. All potential purchasers are invited, but not required, to attend the preview inspection. Potential purchasers should meet in the front lobby of the school, to register as visitors. The auction will begin at 11:00 AM on February 20, 2020 and will end at 11:30 AM that same morning.

Rules for the auction will be distributed. All items will be sold as a single lot. All bids must be accompanied by a signed bid form which includes a non-collusion statement. **All items must be taken off the premises by the purchaser at the purchaser's sole expense by the next day Friday, February 21, 2020 by 3:00 PM. Items which are not removed by that time will be disposed of, with no refund made to the purchaser.**

The list of items for disposal includes, but is not limited to: computers, printers, monitors, projectors, SmartBoards, network equipment, VCR's, keyboard cases, AV equipment, printer consumables, SmartBoard accessories, and computer equipment. A representative listing of disposal items also available for review at the Office of the Assistant Superintendent for Finance and Operations, 1330 Highland Avenue, Needham MA 02492. The listing is subject to change and some items may be disposed of internally to Town of Needham government offices, and may not be available for sale at public auction.

The Needham Public Schools reserves the right to reject, in whole or in part, any and all bids, if the Committee determines that cancellation or rejection is in the best interests of the District.

Daniel E. Gutekanst
Superintendent of Schools
Town of Needham
Needham, Massachusetts

NEEDHAM PUBLIC SCHOOLS
1330 Highland Avenue
Needham, MA 02492

February 2020

Notice of Sale of Surplus Equipment

I. INFORMATION & INSTRUCTIONS TO PURCHASERS

1. Questions:

Purchasers must read these specifications carefully. Questions about the specifications shall be submitted phone, fax or email to:

Melane Bisbas
School Business and Operations Coordinator
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
Email: Melane_Bisbas@Needham.k12.ma.us
Telephone: (781) 455-0400 Ext. 11204
Fax: (781) 455-0434

2. Inspection of Furniture and Equipment Prior to Sale (Preview)

Items for sale will be available for inspection on Thursday, February 20, 2020 from 10:30 – 11:00 AM, at 120 Broadmeadow Road, Needham MA 02492. All potential purchasers are invited, but not required, to attend the preview. Potential purchasers should meet in the front lobby of the school.

3. Terms and Conditions of Sale:

A. Items will be available for purchase beginning Thursday, February 20, 2020 from 11:00 – 11:30 AM. The sale will end promptly at 11:30 AM. The sale will take place at the Broadmeadow Elementary School, 120 Broadmeadow Road, Needham, MA, 02492 in the Information Technology Center.

B. All sales are final.

C. All items are sold in “as is” condition.

- D. Purchasers are responsible to make payment for all purchases at the time of sale.
- E. All items purchased must be removed from the premises by the purchaser at the purchaser's sole expense by 3:00 PM on Friday, February 21, 2020. Items not removed by 3:00 PM on February 21, 2020 will be disposed of by the Needham Public Schools, with no refund to the buyer. The winning bidder will be required to schedule the removal with the Assistant Administrator of IT Services, so as not to conflict with regular school operations.
- F. Payments for purchases can be made by: cash, check, money order or bank check payable to the Needham Public Schools. Credit cards will not be accepted.
- G. The surplus equipment will be sold to the responsive purchaser who offers the highest price for the single lot of items offered for sale herein, and meets all of the terms and conditions of the sale. Offer forms and envelopes will be available for bidders to submit their best offer. All bids will be opened at 11:30 AM on February 20, 2020.
- H. If two bidders offer the same price, the winning bidder will be determined through a coin toss.
- I. All purchasers will be required to make their bids using Needham Public School's bid forms which are included as, Exhibit A. These forms include a non-collusion statement.
- J. Needham Public Schools reserves the right to reject, in whole or in part, any or all offers to purchase, if doing so serves the best interest of the School Department.

II. GENERAL INFORMATION

The following items are offered for sale as **one lot**. This is a representative list and is subject to change up to the date and time of the auction preview.

Computers – 160
Monitors - 30
Smartboards - 7
Network Equipment - 38
Projectors - 30
Printers - 9
VCRs - 75
Logitech keyboard cases - 450
Assorted AV Equipment
Assorted Computer Equipment
Assorted Printer Consumables
Assorted SmartBoard Accessories

Exhibit A

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under the pains and penalties of perjury that this purchase has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Submitting Purchase Proposal

Print name of Person Signing Purchase Proposal

Name of Business or Entity

Date Signed

**Needham Public Schools
Offer to Purchase Equipment**

I, _____, offer to purchase the lot of technology equipment made available for sale on February 20, 2020 items from the Needham Public Schools.

All items are sold "as is" condition. All sales are final. In making this offer, the bidder agrees to remove all purchased items from the premises at their sole expense by 3:00 PM on Friday, February 21, 2020. Items not removed by this date and time will be disposed of by the Needham Public Schools with no refund to the buyer.

The purchase price for the above items is: \$ _____

Total Purchase Price (in Longhand): _____

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under the pains and penalties of perjury that this purchase has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Person Submitting Purchase Proposal

Printed Name of Person Signing Purchase Proposal

Company/Organization Name (If Applicable)

Address

Phone Number

Date Signed